

Governance Workgroup

431 Cannon Health Building
April 16, 2012

Chair: David Patton

Present: Teresa Garrett, Gary Edwards, Dave Cunningham, David Patton, Bob Rolfs for Marc Babitz, Lloyd Berentzen for Lewis Garrett

Guest: Lyle Odendahl

1. Approval of the minutes of 4/2/2012
 - a. Motion: Teresa Garrett
 - b. 2nd: Dave Cunningham
 - c. Vote Yes: Teresa Garrett, Gary Edwards, Dave Cunningham, Bob Rolfs, Lloyd Berentzen, David Patton
2. Grant Review:
 - a. HIV/AIDS Surveillance Enhancing Laboratory Reporting - Teresa
 - i. Grant Amount - \$108,000 for six months
 - ii. Intention of the grant is to finish out the electronic laboratory reporting of the HIV data that we have been working on for 1 ½ to 2 years.
 - iii. This grant will support creating an import feature in TriSano.
 - iv. Approximately \$20K will go to LHDs to support confidentiality and security training
 1. Selected members from UDOH will go to each LHD to facilitate training and make sure they understand how this piece works.
 - v. Motion to approve that this grant moves forward. – Gary Edwards
 1. 2nd: Bob Rolfs
 2. Vote Yes: Teresa Garrett, Gary Edwards, Dave Cunningham, Bob Rolfs, Lloyd Berentzen, David Patton
 - b. State Partnership Grant Program to Improve Minority Health
 - i. Grant Amount: \$130,000
 - ii. Marc Babitz sent an email stating that this grant should be exempt.
 1. Gary Edwards did not believe this grant should be exempt when it was presented to Governance last year.
 - iii. Make this grant expedited and bring back to Governance for review.
 1. Motion: Gary Edwards
 2. 2nd: Teresa Garrett
 3. Vote Yes: Teresa Garrett, Gary Edwards, Dave Cunningham, Bob Rolfs, Lloyd Berentzen, David Patton
 - c. Refugee Preventive Health Discretionary Grant
 - i. Grant Amount: \$111,608
 - ii. Split half the funding between International Rescue Committee (IRC) and half between Catholic Community Services (CCS).
 - iii. This funds a part time person in each organization to do medical interpreter training, get people through the certification course, pay their licensing fees, etc.
 - iv. This grant was presented as exempt last year as well as this year.
 - v. This is the 2nd of a 3 year grant cycle. The funding has stayed level.

Governance Workgroup

431 Cannon Health Building

April 16, 2012

- vi. This grant will be kept as exempt because the 5 day notice period has passed.
- d. UCJIS LIMS interface
 - i. Grant Amount: \$20,000
 - ii. This grant hooks the policy lab to law enforcement so they can get results directly to their DUI cases.
 - iii. This grant will remain exempt as posted.
- 3. Annual Open and Public Meetings Training: Lyle Odendahl
 - a. There are two requirements:
 - i. The presiding officer needs to tell the agencies what the changes are in the public meetings law.
 - ii. The head of the public body needs to make sure training is done every year.
 - b. Important parts of the law:
 - i. What is a meeting? Convene a meeting and meet for the purpose of exempting or recommending business.
 - ii. What is a public body? Any administrative, advisory, executive, or legislative body of the state or its political subdivisions that:
 - 1. is created by the Utah Constitution, statute, rule, ordinance, or resolution.
 - iii. Notice of meeting: The workgroup has to give notice of the meeting 24 hours in advance with an agenda included.
 - 1. Teresa: Is it 24 business hours or are the weekends included? Yes weekends are included.
 - iv. Emergency meetings: If an emergency meeting is needed contact one of the attorneys and they can walk you through the process.
 - v. Closed meetings: If a closed meeting is needed contact one of the attorneys. There are only a few things that are allowed to close a meeting.
 - vi. Written minutes: Written minutes of the meeting are required. They must be posted for public viewing within one week. A complete recording of the meeting is also required.
 - 1. Question from Lloyd: Once the written minutes are approved by the body which is the more legal form? Written minutes or recording? Lyle: If you get into a lawsuit the recorded piece will be given precedence.
 - vii. Electronic meetings: If someone is joining by phone it is an electronic meeting.
 - 1. Kathy: The notice on the website includes that the anchor location is at UDOH if it is a phone meeting.
 - 2. The phone number does not have to be open to the public.
 - 3. The public is allowed to come in and listen but not participate in the discussions.
 - 4. Voting cannot be done by email or instant message.
 - 5. The statute states a rule or resolution is required to hold electronic meetings.
 - a. Gary Edwards: Do the bylaws count? Lyle: A resolution is still required to attach to the bylaws on how the meeting is conducted.
 - viii. Chance meetings: As long as the members of the Governance workgroup are not specifically discussing Governance items a notice does not have to be published. No action can be taken on any Governance items.

Governance Workgroup

431 Cannon Health Building

April 16, 2012

4. Discussion of electronic meetings for Governance: Lyle Odendahl
 - a. A request was made by one of the LHOs regarding access to video conference for the Governance meetings. Will there be an issue with the open meetings law?
 - i. There is no requirement to allow the public to participate electronically as long as an anchor location is established that allows the public access.
 - ii. Bob and Teresa: By adding an audio option where the public comment piece can be controlled adds a layer of transparency to the process.
 - b. Add to bylaws
 - i. Motion: Ask Lyle to draft how we do electronic meetings within our current bylaws. Include how to adopt it by resolution. - Teresa Garrett
 - ii. 2nd : Lloyd Berentzen
 - iii. Vote Yes: Teresa Garrett, Gary Edwards, Dave Cunningham, Bob Rolfs, Lloyd Berentzen, David Patton
 - c. Public Participation:
 - i. Gary Edwards: State to all audio participants that the Governance meeting is a public meeting, not a hearing. We do not anticipate taking public comment on any of these items.
 - ii. Governance will come back to the public participation piece once the electronic piece is written and agreed upon.
 - iii. Suggestion from Lyle: The public may participate in the Governance meeting at the discretion of the chair.
 1. Gary E. – Need to make clear that if you are not a voting member of the Governance Workgroup then you are considered the public. It puts the chair in the position to invite. If any LHO has a comment let the chair know what item they would like to comment on and they may be able to provide that opportunity.
5. Grant Calendar and Bylaws approval:
 - a. Motion: Approve the bylaws dated 4/5/12 – Teresa Garrett
 - i. 2nd : Lloyd Berentzen
 - ii. Vote Yes: Teresa Garrett, Gary Edwards, Dave Cunningham, Bob Rolfs, Lloyd Berentzen, David Patton
 - b. Grant Calendar review:
 - i. Gary Edwards asked that Bob talk with Marc Babitz to make sure the minority grant is listed on the grant calendar.
 - ii. The Governance Workgroup discussed if there are any grants that are not listed.
6. Discussion of letter of support from LHD for grant participation: Teresa Garrett
 - a. On the PHIP Conference call: Nan brought up the issue that if a community based organizations wanted to participate in a grant process through the state health department they had to get a letter of support from the local health officer. . . some are having trouble getting letters.
 - i. Bob and Gary remember the discussion was about the LHDs getting notification of grants that community based organizations were pursuing with the state health department.

Governance Workgroup

431 Cannon Health Building

April 16, 2012

- ii. Let Nan know that the Governance LHOs do not feel the need to get letters of support on the grants. They would just like to be informed. Bob will clarify with Nan regarding this issue.

Chair: Lewis/Marc

Agenda Items for 5/7

- Bylaws
- MCH, make sure Nan knows to come and that she has the questions
 - January minutes have the questions
- Grants

Adjourn